

Position Description: **Executive Manager City Planning and Development**

POSITION DETAILS

Position grade	Grade 18		
Position type	Permanent, full-time		
Reports to	Director Environment and Planning		
Department	Environment and Planning		
Job function group	Leadership		
Staff reporting responsibilities	Yes	Budget responsibility	Yes

Our purpose is to provide valuable services that strengthen and support the Cumberland Community. Decisions, actions and behaviours are governed by our Code of Conduct and Values and the delivery of our services is aligned to the commitments outlined in our Community Strategic Plan, Delivery Plan and Operational Plan. All employees have an accountability to ensure work and conduct is aligned to these.

In contributing to the overarching vision, the Executive Manager City Planning and Development provides direction, services and advice to support development and building activities in the Cumberland area. This includes development assessment, city planning, advisory services and planning panels management.

QUALIFICATIONS AND EXPERIENCE

Essential

- Relevant qualifications in a related discipline or equivalent experience.
- Significant professional experience working in either urban planning, development or building, or in a related field.
- Demonstrated leadership skills in a fast paced environment, including people, operations, financial and risk management.
- Demonstrated high level analytical, problem solving and decision making skills.
- Proven ability to work productively as a member of a team and contribute to team goals.
- Proven ability to work with internal and external stakeholders in a politically sensitive environment.
- Highly advanced written communication, verbal communication, interpersonal and computer literacy skills.

- Sound knowledge of NSW planning and building policy and legislation.

Desirable

- Demonstrated knowledge of the Local Government environment.
- Registered Planner of the Planning Institute of Australia (PIA).

EMPLOYMENT SCREENING CHECKS

- ☐ Qualification/s verification
- ☐ Drivers licence check (completed upon commencement and in line with Council's annual drivers licence check)
- ☐ Criminal record check
- ☐ Financial check/s

DUTIES AND RESPONSIBILITIES

Leadership

- Be accountable for your actions and those of your team.
- Display leadership skills including coaching, training, performance management, performance recognition and disciplinary action.
- Effectively plan, manage and monitor resource (financial, human, policy, procedure and asset) requirements and efficient use of resources to achieve results.
- Research, analyse and consider practical solutions and implement opportunities for continuous improvement through use of systems, technology, policies, procedures and resources.
- Display a commitment to customer service within your own interactions and of those in your team.
- Display high level negotiation and mediation skills and experience and an aptitude for problem solving, using research, analysis and evaluation of information.
- Contribute to business and performance reporting and monitoring activities.

Team management

- Manage the team to enable development functions and activities to be undertaken for Cumberland. This includes (but is not limited to) development application assessment and determination, tree management, referrals coordination, planning panels management and advisory services.
- Manage the team to enable urban strategy and planning functions and activities to be undertaken for Cumberland. This includes (but is not limited to) district planning, land use strategy and planning, local plan making, infrastructure strategy and planning and heritage
- Manage or undertake other functions and activities as directed by the organisation.

YOUR CORPORATE ACCOUNTABILITIES

Work Health and Safety (WHS)

- In accordance with Council's Work Health and Safety Statement, all employees have a responsibility to take reasonable care of their own health and safety, and that of others. To



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meet this commitment, all levels of management shall be held responsible for ensuring all staff are aware of and have sited this statement.

- Implement, monitor and, or comply with Council's WHS Management System, including but not limited to Safe Work Method Statements, Safe Work Procedures, WHS Policies/Statements, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area.
- Comply with any reasonable instructions from Council's Managers in compliance with the WHS Roles and Responsibilities Procedure.
- Wear all personal protective equipment (PPE) applicable to this position and comply with Council's Personal Protective Equipment Procedure.
- Comply with the *Work Health and Safety Regulations 2017* and undergo health monitoring, in accordance with Council's Health Monitoring Procedure.
- The Executive Managers, Managers, Coordinators and Team Leaders are responsible, and will be held accountable, for ensuring WHS policies and programs are effectively implemented within their areas of control, to support all under their immediate control and hold them accountable for their specific responsibilities.

Child Safe Organisation

- Council fully supports the aims and objectives of NSW Child Protection Legislation and associated provisions, and will implement all necessary measures to ensure a safe and supportive Council environment, which endeavours to promote child safe, child friendly practices.
- If this position is designated as child-related as defined by the Office of the Children's Guardian, you will be required to hold a valid Working with Children Check (WWCC) if over the age of 18. It is an offence under the NSW legislation for barred workers to apply for or otherwise attempt to obtain, undertake or remain in child-related employment.
- If this position is not currently designated as child related, Council may review this at any time and choose to amend the position to be designated as child related. Employees will be duly notified if this was to occur.

Fraud and Corruption Prevention

- Council constantly strives to improve our practices to ensure we uphold the highest ethical standards. Council has a zero tolerance approach to any fraud and corruption, and all staff are required to participate in and support fraud and corruption control initiatives. All officers must report any potential fraud or corruption misconduct to their Manager, Director, or Council's Internal Ombudsman in the first instance, who is obliged to inform the General Manager. Council also has a Public Interest Disclosures Policy which you should review, outlining that Council will consider each report and make every attempt to protect the staff member making the report from any form of reprisal.
- Lead by example, acting as a role model with respect to maintaining the highest standards of ethical and transparent behaviour in all dealings, encouraging staff to adopt similar high standards of conduct in this area.
- Successfully gaining commitment of staff to achieve cultural change and embed best practice governance, risk management and fraud and corruption prevention into business operations.
- Implement risk based controls and procedures for prevention and detection of fraudulent and corrupt activity within the Business Unit.



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- Conduct appropriate assessments and reviews of internal controls and activities to determine compliance with council's ethical conduct framework and Fraud Control Plan and provide practical remediation recommendations if issues are identified.
- Ensure that any suspected fraud or corrupt activity is reported immediately to the Director or General Manager.
- Comply with Council's ethical conduct, risk management and policy frameworks and Fraud and Corruption Control Plan and Policy.
- Follow and implement any risk based controls and procedures identified for the Business Unit to help prevent and detect any fraudulent and corrupt activity.

Customer Service

- Cumberland City Council are committed to striving for the delivery of excellent customer service. All employees will be held accountable to provide excellent service and the highest level of professionalism whilst performing the duties outlined in their position description.
- To contribute to this customer service oriented culture, it is expected that all employees respond to customer enquiries via all channels of communication relevant to your position, including phone calls, emails and requests/applications tasks via Council's customer request management system. You will also be expected to provide information in a timely, accurate and reliable manner in your position to ensure you deliver a positive customer experience.

SIGNATURE AND ACCEPTANCE OF POSITION

Employee name

Employee signature

Date of acceptance



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